

Section C - Description/Specifications/Statement of Work

1.0 BACKGROUND

The mission of the Office of Naval Research (ONR) is to plan, foster, and encourage scientific research in recognition of its paramount importance to the maintenance of future naval power; the preservation of national security; and the management of the Navy's basic, applied, and advanced research to foster transition from science and technology to higher levels of research, development, test, and evaluation.

ONR's Aviation, Force Projection & Integrated Defense Department (Code 35) is responsible for fostering, planning, managing and executing scientific research and technology development on behalf of the Navy and Marine Corps. These responsibilities include the management of Basic Research, Applied Research, and Advanced Technology Development associated with Naval Air Vehicles and Weapons. A complete listing of current Code 35 programs can be found at: <http://www.onr.navy.mil/Home/Science-Technology/Departments/Code-35.aspx>.

2.0 SCOPE

The Contractor shall provide qualified personnel to perform all aspects of the Performance Work Statement (PWS). The Contractor shall provide Scientific and Engineering Technical Assistance (SETA) support in accordance with Sections 2.1, 2.2, 2.3, and 2.4, Tasks/Requirements, below.

The contract shall provide SETA support for Code 35 to meet Code 35's technical, financial and administrative objectives. The SETA personnel will work with Government employees to implement and manage Code 35/351/352 activities.

The contract will provide additional support beyond Code 35 to support the ONR Executive Director (Code 01), and ONR Portfolio Directors and Managers for Expeditionary Warfare, Autonomy, Artificial Intelligence (AI), and Decision Tools (Code 03).

Performance of tasks shall conform, at a minimum, to the performance standards and acceptable quality levels identified in the Quality Assurance Surveillance Plan (QASP). Additionally, all support personnel must have or be able obtain a secret clearance.

2.1 Tasks/Requirements – Code 35

The work under this task order may involve some or all of the following tasks, as directed by the Contracting Officer's Representative (COR):

2.1.1 Support the Program Officer in strategic analyses, market research, special studies and road mapping activities for improving planning, processes and S&T program investments.

2.1.2 Conceptualize technology development strategies, creates integrated program plans including interdependencies and products from companion projects. Develops options tailored to various opportunities or constraints.

2.1.3 Assist in ensuring sufficient Systems engineering and integration assistance is provided to ensure programs

stay on schedule and within costs/time constraints

2.1.4 Utilize various tools (i.e., Excel, Matlab, other software tools) to allow ONR to effectively analyze and visualize research and technology products generated by performers to assist in overall program management.

2.1.5 Assist in technology assessments and evaluations

2.1.6 Provide input to the Program Officer in meeting the objectives of their programs and in carrying out associated technical and program management responsibilities, including assessments of the current state of the art, assistance in evaluation of white papers (in an advisory capacity, vice as an evaluator) that may be submitted from universities/industry in response to Broad Agency Announcements or other calls for proposals.

2.1.7 Assists in preparation for internal reviews of ONR sponsored programs. The Contractor will gather information and data on progress and accomplishments from the various performers and assemble information for use in internal reviews.

2.1.8 Organize and administer conferences, symposiums and workshops, steering groups, program reviews, technical meetings and other events as required, including coordinating and tracking of certifications, proposals, and completed reviews. The contractor will assist in identifying subject-matter-experts to serve as peer reviewers, preparing and providing background information of each project for the peer reviewers, providing logistical support for the review, and gathering the results and assembling a report for the program manager to document the process and results.

2.1.9 Attend meetings; coordinate with government organizations; organize, coordinate schedules of invitees, host and coordinate meetings; prepare program presentations; and provide audio-visual services/equipment at meetings.

2.1.10 Assist the program officer in the formulation and execution of technical and financial aspects of science and technology programs; Monitor both the technical and programmatic progress of various performers and keep the program officer informed, including participation in teleconferences and meetings, such as design reviews, program and financial status reviews, or technical interchange meetings. Additionally, the contractor will keep the program officer abreast of progress through monthly reports and other reports as needed.

2.1.11 Attend design reviews and coordinate key demonstrations and testing.

2.1.12 Provide input to draft briefings, and draft letters for the Program Officer, enabling him to respond to inquiries related to the relevant programs.

2.1.13 Use SharePoint and Viewnet to setup and modify pages and upload briefs, reports, papers, etc.

2.1.14 Coordinate and consolidate departmental responses to Requests for Information from Congress and other relevant government organizations, such as OSD, DON, Senior ONR management, relevant Joint Technology Offices, Defense Advanced Research Projects Agency (DARPA), Naval Directed Energy Steering Group (NDESG), ASN (RDA), etc. Interfaces effectively with physicists, scientists and engineers from Department of Energy Laboratories, Department of Defense Laboratories, Industry, Academia, as well as Congressional Liaison, and other key partners and stakeholders.

2.1.15 Communicate clearly and effectively complex issues verbally and in writing for senior executive audiences, both inside and outside of (DoD and other agencies representatives) commands.

2.1.16 Draft, review, and edit high level communications products to include PowerPoint presentations, white papers,

technical reports, ghost emails, etc.

2.1.17 Track, obtain approval of appropriate offices and maintaining database of all technical abstracts, papers, journals, briefs and posters on work performed on program funds. Coordinates with all performers to ensure that any publication on work funded by program is reviewed by program officer, management, public affairs office and security as appropriate.

2.1.18 Compile and coordinate paperwork for human subject and animal use in research

2.1.19 Assist in program officers drafting of request for proposal including assisting in development of an acquisition strategy, understanding of different contracting types and understanding the Broad Agency Announcement and Request for Proposal Process (create drafts, review, edit, and manage control of submissions)

2.1.20 Coordinate duties of preparing, handling, storing, couriering, and arranging for digital projection of classified material.

2.1.21 Provide Subject Matter Experts (SME) on an ad hoc/partial year basis in order to provide critical technical and Navy programmatic knowledge. The specific SME support required will depend on the evolving circumstances of current and future programs within the Aviation, Force Projection & Integrated Defense Department, but it must provide expertise in the areas of physics, aerospace materials, energetic, surface and air launched weapons, kinetic and directed energy weapons, robotics and unmanned aerial systems, air vehicle design, air vehicle structures and subsystems, vehicle self-protection and survivability and air vehicles modeling and simulation. SME support provides insightful alternatives to program options prior to decision making milestones. Collects, advises and informs through information collected.

2.2 Tasks/Requirements – Code 352 INP

The Contractor shall provide support for Code 352 in areas that are akin to acquisition programs.

The work under this task order may involve some or all of the following tasks, as directed by the Contracting Officer's Representative (COR):

2.2.1 System Engineer(s) – Requirements Process/Risk Management/Configuration Management/IMS:

Supports Program Officers in development of System Engineering strategies, management plans, and associated artifacts. Works with technical staff to identify and allocate system requirements, create and monitor integrated master schedules, incorporates risk management procedures, and establish configuration control. Support development of Technical Review Action Plans and assessment of System Engineering Technical Reviews.

2.2.2 Cost Analysis – Support Program Officers in development of S&T Acquisition Strategy. Assess technical development options (make, buy, hybrid) and associated independent cost estimates to inform contracting strategies. Perform cost assessment of on-going activities, including analysis of invoices and contractor-reported Earned Value Management status.

2.2.3 OPSEC – Support Program Officers in development and implementation of program protection plans. Conduct analysis of Operational Security (OPSEC) and make recommendations for potential modifications in posture. Draft updates to program specific Security Classification Guidance.

2.2.4 Military Liaison – Supports ONR Program Officers in the identification of military missions and associated capability gaps that can be addressed by ONR technical products. Works with operational community to understand military requirements, formulate scenarios and experimentation to assess military value, and identifies appropriate timelines for transition to the acquisition community.

2.3 Tasks/Requirements – Code 01

2.3.1 Specific for Executive Director, Code 01, the contractor shall provide on-demand timely professional support services to the Executive Director of ONR and immediate staff to assist in the planning and execution of responsibilities. The requirement is for a proven team capable of providing ONR Leadership with fact-based researched responses on a day to day basis targeted to emergent tasking of high interest.

2.3.2 The contractor will assess and make recommendations on issues specific to ONR operations and their impact on other DoN / DoD participating organizations and programs. Representative products of these services range from drafting instructions, technical papers, and policy memoranda to tracking of action item status.

2.3.3 The scope includes developing strategic initiatives that focus on improved business practices as well as improved personnel utilization, and technical/program execution processes. The work under this requirement may involve some or all of the following tasks, as directed by the COR:

- Strategic and operational analysis of the organization and business processes
- Strategic and operational analysis of human capital management policy and processes
- Analysis of performance management systems
- Strategic and operational analysis of talent management system(s)
- Development and implementation of training and training systems
- Congressional and acquisition processes analyses and support
- Personnel issues such as relate to Defense Acquisition Workforce Improvement Act
- Director and Staff administrative services such as speech writing, preparation of draft standards and policies, and communications and official correspondence
- Development of briefs and technical papers
- Value Stream Analysis
- Strategic planning consultation and analysis
- Technical Writing
- Workflow improvement and task management analysis
- Senior level Navy organizational and programmatic advice
- Senior level administrative support
- Congressional and acquisition process support
- Drafting and review of technical and Navy requirement documents
- Development of strategic and organizational analysis
- Development of recommended courses of action to improve processes and procedures
- Research and detailed written analysis on various technical and non-technical subjects.
- Drafting and review of administrative products such as policy memos and internal/external communication procedures
- Professional level products to convey the messages of an organization on various levels to a wide range of audiences
- Using the following: PowerPoint, Excel, Microsoft Word, Photoshop, InDesign, Microsoft Publisher, Adobe Acrobat, and Adobe Illustrator.

2.4 Tasks/Requirements – Code 03

2.4.1 Specific for Support of Code 03, Portfolio Director and Managers for Expeditionary Warfare, Autonomy, AI, and Decision Tools, the Contractor shall assist the Portfolio Directors and Managers with the management, analysis, and execution of the Autonomy, AI, Decision Tools, and Expeditionary Warfare segments of ONR's S&T portfolio including knowledge in autonomy, automation, AI, decision tools/decision sciences, unmanned systems, or Expeditionary Warfare.

2.4.2 In addition, the work under this requirement may involve some or all of the following tasks, as directed by the COR:

- Assist the Portfolio Managers in their development of the DON strategy, S&T investment priorities, and identifying research opportunities within the portfolio
- Plan, facilitate, execute and report on innovation events, workshops, war-games, and engagements with government agencies and stakeholders

- Analyze, monitor, and make recommendations to the Portfolio Managers concerning adjustments to the S&T portfolio to meet evolving priorities and opportunities
- Strategic communications support in all facets of Portfolio management with the broad spectrum of constituents to include the most senior levels to the general public with the drafting of speeches, briefings, reports, instructions, directives and other common communication mediums
- Assist with S&T policy development related to the portfolio
- Ability to assist in effectively formulating and executing science and technology plans, conducting technology assessments, and monitoring progress for cost, schedule and performance
- Assist in team coordination and liaison activities within ONR and across the full spectrum of stakeholders to create a proactive and high performing teams
- Assist in the conduct of operational needs/requirements analysis, operational utility assessment, and planning of experimentation events to operationalize and field new capabilities
- Conduct data interpretation and analysis.
- Conduct operational assessments of research and development activities in the Navy and DoD environment.
- Formulate and execute budgets, prepare varied types of funding documents, monitor and report on funding obligations and expenditures, and when necessary, prepare budget related reclamas.

3.0 PERSONNEL REQUIREMENTS

The contractor shall provide qualified personnel to manage and execute all aspects of the PWS. Education, experience, and core skills are identified for each position below. All personnel support identified below must have or be able to obtain a secret clearance.

3.1 General Personnel Requirements

All personnel shall have experience and be proficient in the following:

- Using commercial software packages, to include at a minimum, Microsoft Word, Excel, and PowerPoint.
- Communicating effectively, both orally and in writing.
- Being effective working independently and collaboratively.
- Organizing and coordinating meetings.

3.2 Specific Personnel Requirements & Qualifications

3.2.1 Position 1: Senior Program Engineer

Personnel in this labor category shall possess:

- 10 Years of Program Management or Program Management support experience in Science and Technology or Acquisition Program Management with a Master's degree in a technical field related to the areas of science and technology investment for which the supported organization is responsible as indicated above; or 15 Years of Program Management or Program Management support experience with a Bachelor's of Science (BS).
- While not required, relevant DAWIA certification or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) certification, or prior Department of Defense (DoD) or Department of Navy (DON) experience is desired.

3.2.2 Position 2: Mid-Level Program Engineer

Personnel in this labor category shall possess:

- 5 Years of Program Management or Program Management support experience in Science and Technology or Acquisition Program Management with a Master's degree in a relevant technical field **related to Code 35 areas of science and technology investment**; 2 years of Program Management or Program Management support experience with a PhD degree; or 10 years of Program Management or Program Management support experience with a BS degree.

- While not required, relevant DAWIA certification or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) certification, or prior Department of Defense (DoD) or Department of Navy (DON) experience is desired.

3.2.3 Position 3: Junior Engineer

Personnel in this labor category shall possess:

- **2 Years of Experience in Science and Technology or Acquisition Program Management with a Bachelors degree in a technical field related to Code 35 areas of science and technology investment; or 1 Year of Experience with a Master's degree in a technical field related to Code 35 areas of science and technology investment.**
- While not required, relevant DAWIA certification or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) certification, or prior Department of Defense (DoD) or Department of Navy (DON) experience is desired.

3.2.4 Core Skills/Experience for Positions 1-3:

- Prior technical experience in the technologies related to Code 01/Code 03/Code 35; representative samples (depending on the organization supported) to include: High Energy Lasers and High Power Microwave weapon systems, Hypersonics, Aircraft Propulsion, Aircraft Structures and Materials, Aerodynamics, and Flight Controls, Electric Weapons, Autonomous Systems to include autonomy, automation, AI, decision tools, or unmanned systems, Energetic Materials, Weapon Technologies and Expeditionary Warfare.
- Experience with the application of System Engineering to technology development programs
- Experience with the management of Science and Technology Programs and program transition to the warfighter.
- Understanding of military tactics and employment of new weapon systems
- Basic fiscal skills (e.g. excel and basic accounting/forecasting of execution budgets) - to coordinate with contract support fiscal staff, should also have rudimentary knowledge of DoD annual budgetary cycling, in order to oversee fiscal execution of highly technical efforts and identify risky behavior by Principal Investigators.
- Experience interfacing with various performer types such as academia, industry and government performers.
- Experience in assisting in the management of large complex technical development programs.
- Knowledge and experience in Navy S&T and acquisition organizational structure.
- Experience in preparing program material and answering data calls from senior navy leadership and Congress.

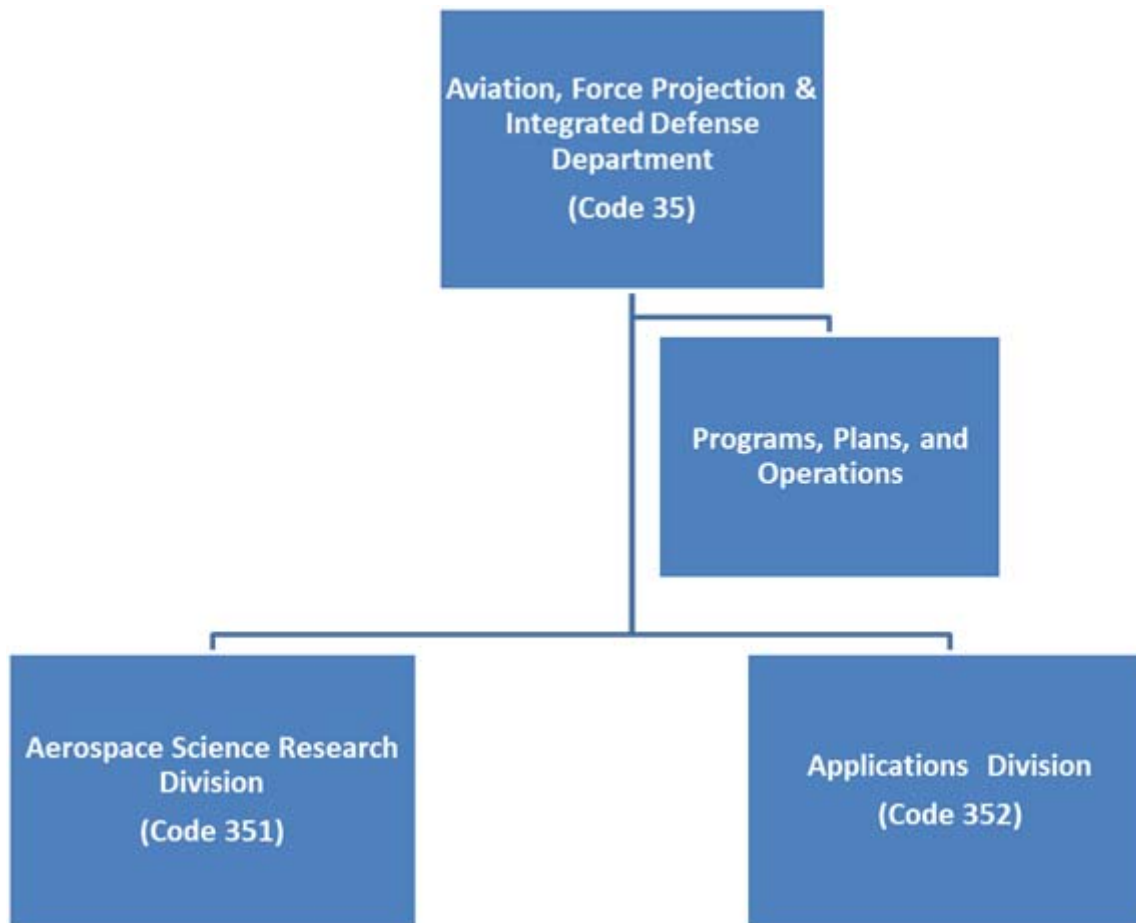
3.2.5 Subject Matter Experts (SME)

Personnel in this labor category shall possess:

- Knowledge and oversight of national programs in S&T areas related to Code 35 current and potential future portfolio
- Program management experience in Navy, Marine Corps, and Air Force systems acquisition programs.
- Experience in management of technology. Experience in analyzing, evaluating, formulating, coordinating, and implementing unique, non-traditional operational actions on a wide variety of security, logistical, financial and administrative support issues from the Department of the Navy (DON), the Department of Defense (DoD) and other U.S. Government agencies.
- The ability to conduct special studies in area of expertise (e.g. weapons control or naval combatant and ship systems integration) and provide a senior level review of Navy plans and issues relating to emerging technologies related to Directed Energy and Conventional Weapons deployed from Naval Platforms (Ships & Aircraft) that support mission requirements.

4.0 CODE 35 ORGANIZATIONAL CHART & FTE SUMMARY

4.1 Code 35 Organizational Chart



Aerospace Science Research Division (Code 351) includes the following:

1. Fixed and rotary wing Flight Dynamics / Control
2. Fixed and rotary wing Propulsion
3. Fixed and rotary wing Airframe Structures / Materials
4. Aerodynamics / Hypersonic Weapons
5. Directed Energy and Counter Directed Energy (Mechanical / Materials)
6. Directed Energy and Counter Directed Energy (Electrical / Physics)
7. Intelligent Autonomy
8. Advanced Energetic Materials
9. Fires, Guidance, Munitions

Applications Division (Code 352) includes the following:

1. Weapon Technology Future Naval Capabilities (FNCs)
2. Aircraft Technology
3. Aircraft Technology Innovative Naval Prototypes (INPs)
4. Directed Energy INPs
5. Electric Weapon INPs
6. Locust INP

4.2 FTE Summary Table

4.2.1 Code 35 Support under CLINs 2000, 2100, 2200, 2300, and 2400: The FTE summary table below reflects support to the management of the department as a whole. For information related to individual programs please review the BAA and website for ONR Code 35 at www.onr.navy.mil

Positions noted below with an * will be on-site.

Positions noted below with an ** will be off-site.

Labor Category	Number of FTEs (or hours)	Notes
Senior Program Engineer*	1	Key Personnel, supports department leadership; <i>Note: This role should also serve as the Contract Program Manager.</i>
Subject Matter Experts (SME)**	7520***	***Not to exceed 7520 hours of SME support; Brought in on an as-needed basis to provide expertise in areas related to Naval Air Warfare and Leadership

4.2.2 Code 351 Support under CLINs 2000, 2100, 2200, 2300, and 2400: Please see ORG chart above in section 4.0. Code 351 is composed of Basic and Applied Research programs investigating areas as listed in the chart. The FTE summary table below reflects support to Code 351.

Labor Category	Number of FTEs	Notes
Senior Program Engineer*	6.5	<ul style="list-style-type: none"> 1 FTE for Counter Directed Energy Weapons, 1 FTE for Directed Energy Weapons, 1 FTE Directed Energy/Ultra Short Pulse, .5 FTE for Air Warfare Structures and Materials 2 FTE for Fires, Guidance, and Munitions 1 FTE for Propulsion
Mid-Level Program Engineer*	5	<ul style="list-style-type: none"> 1 FTE for Aircraft Flight Controls 1 FTE for Aircraft Aerodynamics .5 FTE for High Power Microwave 1 FTE for Energetic Materials 1 FTE for Hypersonics .5 FTE for Air Warfare Structures and Materials
Junior Program Engineer*	1	<ul style="list-style-type: none"> 1 FTE for Autonomy

4.2.3 Code 352 Support under CLINs 2000, 2100, 2200, 2300, and 2400: Please see ORG chart above in section 4.0. Code 352 is composed of Applied Research and Technology programs investigating areas as listed in the chart. The FTE summary table below reflects support to Code 352.

Labor Category	Number of FTEs	Notes
Senior Program Engineer*	8.5	<ul style="list-style-type: none"> 1.5 FTE for Future Naval Capability Portfolio 7 FTE for INP support <ul style="list-style-type: none"> 3 for Systems Engineer 2 for Cost Analysis 1 for OPSEC 1 for Military Liaison
Mid-Level Program Engineer*	6	<ul style="list-style-type: none"> 1 FTE for Future Naval Capability Portfolio 5 FTE for INP support specific to individual INP program being managed

4.2.4 Code 01 Executive Director Support – Optional Surge Technical Support Services under CLINs 2001, 2002, 2101, 2102, 2201, 2202, 2301, 2302, 2401, and 2402:

Labor Category	Number of FTEs	Notes
Senior Program Engineer**	2	

4.2.5 Code 03 Portfolio Manager Support – Optional Surge Technical Support Services under CLINs 2003, 2004, 2005, 2103, 2104, 2105, 2203, 2204, 2205, 2303, 2304, 2404 :

Labor Category	Number of FTEs	Notes
Senior Program Engineer*	3	2 FTE - Marine Corp Expeditionary Warfare 1 FTE - Autonomy

4.2.6 Code 35 Optional Surge Technical Support Services under CLINs 2006, 2007, 2106, 2107, 2206, 2207, 2306, 2307, 2406, 2407:

Labor Category	Number of FTEs	Notes
Senior Program Engineer	2	

5.0 REPORTS DATA AND OTHER DELIVERABLES

The Contractor shall be responsible for the compilation and preparation of the following deliverables listed below. Electronic submission is encouraged for all reports, presentations, and support documents, unless otherwise directed by the COR and shall be provided to the COR.

5.1 Monthly Progress and Financial Status Reports

(a) The contractor shall provide a **Monthly Technical Progress Report** to the COR (Exhibit A, CDRL Data Item No. A001). The report may be provided in contractor format (subject to COR approval). The report is due no later than fifteen (15) business days after the end of each month.

The report will include the following information:

- a. Contractor's name and address;
- b. Contract and subcontract number and task order numbers (if applicable);
- c. Date of Report;
- d. Period covered by report;
- e. Description of tasks accomplished and progress made to include problem areas encountered, recommendations, if any, for subsequent solution beyond scope of task order;
- f. Performance related work issues;
- g. Work accomplished per labor category;
- h. Hours charged against the task order per labor category;
- i. Problems and issues during report period and planned action for period following the period in which the report was submitted.

(b) The contractor shall also provide a **Financial Status Report** (Exhibit A, CDRL Data Item No. A002 to the COR. The report is due no later than fifteen (15) business days after the end of each month. The Financial Status Report shall include:

- a. Administrative Information
 - Contract Number
 - Contractor Name, PM name and contact information
 - Date of Award
 - Period of Performance
 - Contract Award Amount
- b. Current Financial Information
 - All hours and costs broken out by task and CLIN for the current reporting period
 - Cumulative cost for the Contract
 - Total billed hours
 - Total costs
 - Tools purchased
 - Travel costs
- c. Cost Containment (savings or avoidance) achieved during the prior month and cumulative for the current period of performance
- d. Cost Forecasting
 - Planned expenditures by task for the next month and remainder of the performance period.

The report shall be provided in the format and with the required information found on the Contractor Monthly Financial Status Report Template found at the following site: <http://www.onr.navy.mil/en/Contracts-Grants/manage-contract.aspx>. The format for the financial status reports may be updated during the life of the website (or any successor website identified via administrative modification to the contract) and the contractor will be notified that an update version shall be used for future submissions.

5.2 Annual Summary Reports

The contractor shall prepare an annual status report, due no later than thirty (30) business days after the end of the period of performance. This report shall document cumulative work performed during the reporting period to include, but not be limited to, project status reports, technology acquisition status reports, litigation status reports and other related reports. Contractor format is acceptable (subject to COR approval) (Exhibit A, CDRL Data Item No. A003).

5.3 Individual Travel Worksheets and Report

The contractor shall provide Individual Travel Worksheets and Reports in accordance with Exhibit A, CDRL Data Item No. A004 prior to any travel from the contractor's worksite location, detailing the costs of that travel, to the COR for written approval prior to any travel. Travel must meet the requirements of the Joint Travel Regulations. In addition, travel reports are required no later than 30 calendar days after the conclusion of the travel. The report shall contain dates; locations of travel; purpose; total cost breakdown of travel to include: per diem rates, hotel costs, car rental costs; the identity of other ONR personnel traveling with contractor support personnel; unusual cost items (including registration fees) incurred; tasks performed; and accomplishments. If documentation such as meeting minutes or PowerPoint presentations were distributed over the course of the travel, a copy shall be included with the report. Contractor format is acceptable, with approval of the format by the COR.

5.4 Master Travel Log Report

The contractor shall maintain a master log of completed travel for all individuals traveling under this task order. The log shall include travel dates, destination, purpose, and cost breakdown to include airfare/mileage, lodging, meals, rental car/taxi, and other miscellaneous costs. The Contractor shall provide a copy of this report quarterly to the COR.

in accordance with Exhibit A, CDRL Data Item No. A005. Contractor format is acceptable, with approval of the format by the COR.

5.5 Quality Control Plan

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is a means by which the contractor assures that work complies with the requirements of the contract.

The Quality Control Plan (QCP) shall detail the plan the contractor will employ during task order performance. The Government will monitor the QCP during task order performance to ensure that the contractor is performing in accordance with the QCP. The contractor shall provide a QCP within ten (15) business days of task order award. After acceptance of the initial QCP, the contractor shall obtain the Contracting Officer's approval in writing of any proposed change to the QCP. When changes to the QCP are approved, the contractor shall submit the revised QCP to the Contracting Officer and COR within five (5) business days (Exhibit A, CDRL Data Item No. A006).

5.6 Quality Assurance

The Government shall evaluate the contractor's performance under this task order in accordance with the contractor's QCP and the Government's Quality Assurance Surveillance Plan (QASP). The QASP is a Government developed and applied document used to ensure systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this PWS. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government receives the quality of services called for in the PWS. The QASP details how the performance standards identified in the PWS are measured, who will perform the measurement, the frequency of the surveillance, and the acceptable defect rate(s). The QASP may be updated from time to time by the Government (See Attachment No. 1).

6.0 ACKNOWLEDGEMENT OF SPONSORSHIP

(a) As used in DFARS 252.235-7010, 'Acknowledgement of Support and Disclaimer,' "material" also includes but is not limited to, news releases, letters to the editor, articles, abstracts, manuscripts, brochures, advertisements, photos, films, videos, slides, charts, graphs, drawings, speeches, trade association meetings, symposia, etc.

(b) Nothing in the foregoing shall affect compliance with the requirements of the clauses of this contract entitled "Disclosure of Information" (252.204-7000) and "Security Requirements" (FAR 52.204-2 and Alternate I) if such clause is a part of the contract.

(c) The Contractor further agrees to include this provision in any subcontract awarded as a result of this contract.

7.0 KEY PERSONNEL

a. The Contractor agrees to assign to the contract tasks those persons whose resumes were submitted with its proposal and who are necessary to fulfill the requirements of the contract as "key personnel." No substitutions may be made except in accordance with this clause.

b. The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel

substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the COR and the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer and COR all proposed substitutions, in writing, at least 30 days in advance (60 days if security clearance must be obtained) of any proposed substitution and provide the information required by paragraph (c) below.

c. Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the proposed substitute, and any other information requested by the Contracting Officer and COR. Any proposed substitute must have qualifications equal to or superior to the qualifications of the individual proposed at the time of proposal submission. The Contracting Officer or his/her authorized representative will evaluate such requests and promptly notify the Contractor in writing of his/her approval or disapproval thereof.

d. In the event that any of the identified key personnel cease to perform under the contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

The following are identified as key personnel:

<i>Labor Category</i>	<i>First/M/Last Name</i>
<i>Senior Program Engineer</i>	(b)(4)